


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p>JOB ANNOUNCEMENT</p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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ATTORNEY
(Office of the Family Law Facilitator)

SALARY RANGE: **\$2,639.20 - \$3,397.84 Bi-Weekly plus Management Benefit Package**

FILING DEADLINE: **Monday, June 12, 2006 at 5:00 p.m.**

FILING REQUIREMENTS: **Completed court application form.**

Please send completed application:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Attorney. Under the general direction of the Family Law Facilitator, performs a variety of complex professional legal work, legal research, and legal consultation for Court judicial officers and staff; performs special projects, as assigned; reviews court documents and filings for compliance with legal mandates. The incumbent provides legal and administrative support for the court-wide Family Law Facilitator Program within the organizational and policy confines mandated by the Superior Court of Alameda County and the California Family Code, Division 14, the Family Law Facilitator Act, §10000-10015; coordinates the day-to-day needs in providing court and customer service in the assigned office; provides program and staff oversight in the absence of the Family Law Facilitator; and performs other related work as required. There is currently one job vacancy assigned to the Office of the Family Law Facilitator located at the Rene C. Davidson Courthouse in Oakland.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Consults with Family Law Facilitator Program Assistants and other court staff on difficult legal issues;
2. Under the specific direction of the Family Law Facilitator, coordinates the day-to-day activities of program services, including the needs of clients and the court.
3. Coordinates staffing coverage needs of the Family Law Facilitator Program in order to ensure high-quality customer service.
4. Receives and responds to program service complaints in an effort to informally resolve concerns consistent with local rules of court, and confers with the Family Law Facilitator as required.

TYPICAL DUTIES – Continued

5. Provide services mandated by Superior Court of Alameda County and the California Family Code, Division 14, the Family Law Facilitator Act, §10000-10015 including, but not limited to:
 - Providing educational/instructional materials to self-represented parents about establishing parentage, dissolutions involving children, Title IV-D cases, and Petitions for Custody, Visitation and Support;
 - Conducting workshops;
 - Assisting self-represented parents with paperwork to establish, modify, or enforce child and spousal support in the courts (IV-D & non-IV-D);
 - Distributing and assisting with court forms according to mandates;
 - Distributing and assisting with Voluntary Declarations of Paternity;
 - Providing assistance with court procedures;
 - Preparing support schedules based upon statutory guidelines; and,
 - Providing referrals to the Department of Child Support Services and other court and community agencies and resources that provide services for parents and children.
6. Mediates financial disputes and assists self-represented parents with stipulations for custody, visitation and support.
7. Perform legal research and prepare reports.
8. Perform other related duties as requested.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a law degree.

And

Experience:

The equivalent to two years of full-time experience as a practicing attorney with an emphasis in family law, including probate and general civil. Bilingual proficiency in Cantonese, Mandarin, Spanish or Vietnamese is highly desirable.

LICENSE REQUIREMENT

Current active membership and good standing with the State Bar of California.

KNOWLEDGE AND ABILITIES

Knowledge of principles of Civil procedure; California codes and statutes applicable to civil cases; principles and practices relating to the functional area to which assigned; the California judicial system, and local court operations and procedures; problem-solving and conflict resolution methods and techniques; family dynamics and legal issues related to family violence; operation of personal computers and the use of family law and other applicable computer programs, including word processing and spreadsheets; principles and techniques of preparing effective oral presentations and written materials; principles and techniques of preparing a variety of program reports; California laws and statutes related to family law and child support; research methods and principles of program evaluation.

KNOWLEDGE AND ABILITIES – Continued

Ability to provide services in the most effective and efficient manner possible; use initiative and independent judgment within general policy guidelines; apply problem-solving and conflict resolution methods and techniques; work effectively with internal and external committees; operate modern office equipment and personal computers, and use specified computer applications related to family law support and software programs, including word processing, spreadsheets and forms completion; communicate effectively in English, orally and in writing; establish and maintain effective working relationships with those contacted in the course of the work; use tact and discretion in dealing with those contacted in the course of the work.

GENERAL INFORMATION

This is a full-time, FLSA exempt management level position. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, retirement plan, life insurance, Employee Assistance Program, optional deferred compensation plan and management benefits (cafeteria plan, educational reimbursement plan, management leave days and supplemental insurance options).

The examination process will include the following three components:

- (1) An initial screening of all application materials received by the filing deadline.
- (2) A review of the application to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday, at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at (510) 208-3906.***

Dist: All SCT; official bulletin boards; ACMEA Business Representative
Opened on May 26, 2006 with an application filing deadline of June 12, 2006.